

Volunteer Policy

Approved: 

Date: October 2015

I. Policy

The Nebraska Probation System considers the volunteer program to be of value to the Probation System, community, stakeholders, and to the individual. Thus, all volunteer appointments shall receive written approval from the Administrative Office of Probation prior to onset of the volunteer program.

II. Purpose

The intent of this policy is that volunteer programs in each district shall include provisions for selection, training, and utilization. Volunteer programs should have definitions of tasks, responsibilities, and authority of said volunteers as authorized by the Chief Probation Officer or designee.

III. Reference

Not applicable.

IV. Procedure

A. District Requirement

Each district shall establish a minimum of 120 hours requirement for all volunteers in order that the volunteer and District receives maximum benefit of the program. The Chief Probation Officer or designee may waive this minimum requirement if there are extenuating circumstances.

B. Application Process

The volunteer shall complete an application, which includes authorization for a criminal history check, and the district shall review the applicant's criminal history as well as their employment/educational status prior to the onset of the volunteer program. The volunteer must indicate the reason why they are choosing to volunteer.

C. Oversight and Agreement

The volunteer applicant must be an individual wishing to donate his/her time and efforts as a human services resource. The Chief Probation Officer or designee, upon receiving a request for the volunteer program, shall take responsibility or assign responsibility to make sure that an application for the volunteer program is completed, the required sections of the probation manual are read and discussed, and, if recommended, the proper agreements are in place.

D. Supervisor/Trainer

The Chief Probation Officer or their designee shall assign staff to supervise and train the volunteers according to the role they will have in the probation office.

- E. Districts shall provide against liability by having the participant sign a waiver. No volunteers shall be allowed to participate in home visits or bar checks. Volunteers will be able allowed to participate in officer supervised activities as deemed necessary for efficient operation of District.
- F. Confidentiality Agreement

Prior to involvement, all volunteers shall agree in writing to abide by all Nebraska Probation System policies, particularly those relating to security of files and confidentiality.
- G. Instruction

All volunteers shall be provided with adequate instruction and guidance prior to performing any service.
- H. Communication

Volunteers shall not be allowed direct communication with the courts on any probation-related matters. This is the probation staff's responsibility.
- I. Termination

In the event a volunteer becomes a detriment and unwilling or unable to follow guidance, the volunteer may be terminated.
- J. Evaluation

Districts shall ensure that upon the conclusion of each volunteer term, the program meets the needs of the district and administration.
- K. Partnerships with Local Volunteer Agencies

It is acceptable to work with local volunteer agencies to select and screen volunteer applicants.
- L. Volunteer Job Placements within Probation

The following list indicates all positions and a list of job duties for each position for which a district may use a volunteer.

 - 1. Receptionist
 - 2. File Clerk
 - 3. Co-facilitator of a Group
 - 4. Drug Testing Assistant
 - 5. Teleservices/Group Monitor

